

**NEW JERSEY DEPARTMENT OF EDUCATION
DIVISION OF FINANCE
DATES FOR 2003 SCHOOL ELECTION PROCEDURES-RELATED BUDGET
PROCEDURES**

2003 SCHOOL ELECTION AND BUDGET PROCEDURES CALENDAR

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**NEW JERSEY DEPARTMENT OF EDUCATION
DIVISION OF FINANCE
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TYPE II DISTRICTS INCLUDING ALL REGIONAL DISTRICTS

Any dates subsequently released by the Division of Elections, Department of State concerning the provisions of Title 19 of the New Jersey Statutes which differ from those contained herein shall supersede those dates. This document is intended as an administrative convenience and does not constitute a statement of law. This document should not be relied upon as a substitute for the district's review of applicable law or consultation with counsel.

The county board of election of the county in which the election district is located shall designate two members of the district board of election to perform all the duties of the district board for that election, except that where there are electronic voting systems and more than 900 registered voters four members shall be designated.

The county board of elections shall appoint from the designees one to serve as judge and one to serve as inspector for school elections.

Upon the request of a board of education or the clerk of a municipality in the county or upon its own initiative, the county board may designate the polling place and voting equipment of one election district to serve as the polling place and voting equipment for the voters of one or more other election districts for school elections. Such a designation shall be based on the casting of no more than 500 ballots during each of the two preceding annual school elections by the voters of the election districts for which that polling place is designated. If, at two consecutive annual school elections thereafter, the number of ballots cast by the voters in those election districts is more than 500, the county board shall effect an appropriate revision of the election districts using that polling place. If a request is from a municipal clerk, the request shall apply only to the election districts in that municipality.

If one polling place is designated for two or more election districts, the county board shall designate at least two members from among the members of the district boards of election of those election districts to perform all the duties of the district board for the school election. The county board shall also appoint one of the persons so designated to serve as judge and another of those persons to serve as inspector for school elections.

The regional board of education may, in submitting to the voters the amount of money to be voted upon for the use of the regional schools of the district, identify the amount of money determined to be the constituent municipality's share. Including this information for voters would make clear to those voters the exact amount of taxes that the constituent municipality would be required to raise to support the regional school district budget.

State Aid Notices to Be Released

“On or about” Thursday, *(Within 2 days of the Governor’s budget message)*
February 6, 2003

The commissioner will release state aid notices for the 2003-04 school year within two days of the Governor’s budget message. (18A:7F-5, amended)

The Governor shall formulate his budget recommendations which shall be transmitted to the Legislature as a budget message on or before the third Tuesday following the first meeting of the Legislature in each year, except a year in which a Governor shall be inaugurated, when he shall do so on or before February fifteenth following the commencement of his term. (52:27B-20, amended)

Notice of School Election to Be Published

February 15 - March 17, *(During the 30 days next preceding the day fixed for the closing of the registration books for the election)*
2003

Notice of school election shall be published once during this period. (19:12-7, amended)

Publish Notice – Military Service and Civilian Absentee Voters

Monday, February 24, 2003 *(Prior to the 50th day immediately preceding the School Election)*

The county clerk in the case of a school election in a regional or other school district comprising more than one municipality or the clerk of the municipality for a school district comprising a single municipality shall publish or cause to be published the notices to persons desiring military service and civilian absentee ballots prior to the 50th day immediately preceding the election. Notices shall be published separately in at least one newspaper in each district in which the election is to be held or if no newspaper is published in the district, then in a newspaper published in the county and circulating in the district. All notices shall be display advertisements. (19:57-7, amended)

Nominating Procedures

Monday, February 24, 2003 *(50th day preceding the date of the election, by 4:00 pm)*

Nominating petitions must be filed with the secretary of the board of education on or before 4:00 p.m. of the 50th day preceding the date of the election. (19:60-7, amended)

Submission of Abbott District Budgets to County Superintendent

Tuesday, February 25, 2003 *(7 days prior to submission of all other school district budgets)*

Last day for an Abbott district to submit the school district budget statement and supporting documentation to the county superintendent. (18A:7F-6)

Objections to Nomination; Candidate Complaint

Friday, February 28, 2003

(46th day prior to election)

Last day to file objections to candidates' petitions. (19:60-7, amended)

Last day a candidate may file a complaint with the Superior Court setting forth any invasion or threatened invasion of rights under the candidate's petition. (19:60-7, amended)

Withdrawal of Candidate; Objection to Petition

Monday, March 3, 2003

(44th day prior to election)

(44th day prior to election fell on Sunday)

Last day for a candidate to withdraw name or to amend a defective petition. (19:60-7, amended)

Last day for a board of education to make a determination on an objection to a candidate's petition. (19:60-7, amended)

Adoption and Filing of Budget

Tuesday, March 4, 2003

(March 4th each year)

Districts must prepare an itemized budget and submit the budget to the county superintendent of schools. (18A:7F-5, amended and 18A:7F-6)

Secretary of Board of Education Drawing for Ballot Positions

Wednesday, March 5, 2003

(7 working days following the last day for filing petitions for the annual school election)

The drawing of names for ballot positions shall be performed by the secretary of the board of education and take place seven working days following the last day for filing petitions for the annual school election. The secretary of the board of education shall make public announcement at the drawing of each name, the order in which the name is drawn and the term of office for which the drawing is made. (19:60-8)

Certification of Drawing

Friday, March 7, 2003

(2 days after drawing for ballot positions)

Last day for secretary of the board of education to certify results of drawing to the county clerk. (19:60-8)

Last Day to Register for School Election

Monday, March 17, 2003

(29 days preceding the annual school election)

The law provides that persons may register to vote up to 29 days preceding the annual school election either at the county board of elections or at the office of the municipal clerk. (19:31-5, amended and 19:31-6, amended)

Notice of Public Hearing

Tuesday, March 18, 2003

(4 days prior to public hearing on budget)

Last day to advertise for earliest public hearing. The board of education shall cause notice of such public hearing and the statement annexed to the budget to be published at least once in at least one newspaper published in the district and if no newspaper is published therein, then in at least one newspaper circulating in said district not less than four days prior to the date fixed for such public hearing. (18A:22-10, amended, 22-11, amended and 22-12)

Budget Approval by County Superintendents

Saturday, March 22, 2003

(March 22nd each year)

Last day for county superintendents to approve the budget statement to be advertised.

Preparation of the Budget

Saturday, March 22, 2003

(March 22nd each year)

Last day to finalize budget for ensuing school year. (18A:22-7, amended, and 22-8, amended)

Earliest Date for Public Hearing on Budget

Saturday, March 22, 2003

(March 22nd each year)

Earliest date to hold public hearing on budget. (18A:22-10, amended) Public hearing may not be held until the county superintendent of schools has approved the budget and the budget and meeting date have been posted and advertised in at least one newspaper.

Notice of Public Hearing

Tuesday, March 25, 2003

(4 days prior to public hearing)

Last day to advertise for a public hearing on the budget. (18A:22-11, amended and 22-12)

Deadline to Adopt Budget

Friday, March 28, 2003

(No later than 18 days prior to the election)

Last day to adopt budget prior to election. (18A:22-32, amended)

Last Day for Public Hearing

Saturday, March 29, 2003

(March 29th each year)

Last day to hold public hearing. (18A:22-10, amended)

Deadline to Submit Public Question Statement to the County Clerk

Saturday, March 29, 2003 (a.m.) *(17th day preceding the annual school election, before 10:00 a.m.)*

The secretary of each board of education not later than 10 o'clock a.m. of the 17th day preceding the annual school election shall make and certify and forward to the clerk of the county in which the school district is located a statement designating any public question to be voted upon at the election. The Department of State, Division of Elections requests that boards of education submit the public questions to the county clerk as early as possible to allow for the absentee ballots and the sample ballots to be printed and delivered on time. (19:60-4)

Official Ballot for Printer

Saturday, March 29, 2003 *(17th day preceding the annual school election)*

Every county clerk shall have ready for the printer a copy of the contents of official ballots required by law to be printed for use at a school election not later than the 17th day prior to the election. (19:60-9, amended)

Filing of Appointments

Tuesday, April 1, 2003 *(2nd Tuesday preceding election)*

Last day for candidates to file for appointment of challengers and alternates with the county board of elections. (19:7-3, amended)

Appointment of Challengers

Tuesday, April 1, 2003 *(2nd Tuesday preceding election)*

Last day for appointment of challengers and alternates for public questions by petition. (19:7-4, amended)

Publication of Notice of Election

Saturday, April 5, 2003 – *(Calendar week before the week of the election)*

Saturday, April 12, 2003 Notice of the school election shall be published once during the calendar week before the week in which the school election is held. (19:12-7, amended)

Budget Statement to County Superintendent

Monday, April 7, 2003 *(8th day prior to election day)*

Last day to provide budget statement certification and copy of official ballot to county superintendent of schools.

Mailing of Sample Ballots

Monday, April 7, 2003 or *(Wednesday preceding election day, or 8th day prior to election day)*

Wednesday, April 9, 2003
(on or before 12 noon) The county clerk shall deliver and the municipal clerk or Commissioner of registration (as applicable per NJSA 19:14-21) shall mail sample ballots to all registered voters. (19:14-25, amended)

Board of School Estimate – Determination of Budget

Tuesday, April 8, 2003 *(April 8th each year)*
Last day for the board of school estimate of a Type II district with a board of school estimate to adopt a tax certificate for the budget. (18A:22-26, amended)

Absentee Ballot Applications by Mail

Tuesday, April 8, 2003 *(Not less than 7 days prior to election)*
Last day to receive mail applications for military service and civilian absentee ballots. At any time not less than seven days prior to an election, a military service or civilian absentee voter may apply to the county clerk for an absentee ballot. (19:57-4, amended and 19:57-6)

Absentee Ballot Applications in Person

Monday, April 14, 2003 *(1 day prior to election, before 3:00 p.m.)*
Up to 3:00 p.m., any civilian absentee voter who failed to apply by mail within seven days prior to the election may apply in person to the county clerk for an absentee ballot. (19:57-4, amended)

Board of School Estimate - Certification and Raising of Appropriations for Budget

Tuesday, April 15, 2003 *(April 15th each year)*
Last day for the board of school estimate of a Type II district with a board of school estimate to deliver to county board of taxation and governing body the tax certificate for the budget for the ensuing school year. (18A:22-26, amended)

School Election Date

Tuesday, April 15, 2003 *(3rd Tuesday in April)*
Annual school election in all districts. Polls shall be open between the hours of 5 and 9 p.m. and during any additional time which the school board may designate between the hours of 7 a.m. and 9 p.m. (19:60-1)

Board of Education Certification of Results

Within two days following certification of election results Last day for board of education to certify to the county board of taxation the amount approved by voters to be raised for the ensuing school year. (18A:22-33, amended)

Defeated Budget

Thursday, April 17, 2003 *(2 days after election)*
Last day for a board of education to deliver to the

governing body the proposed budget that the voters defeated. (18A:22-37, amended and 18A:13-19, amended)

First Regular Meeting of Board

Monday, April 21, 2003-

Friday, May 2, 2003

(Any day of the first or second week following the annual school election)

All Type II boards of education including all regional districts shall organize annually on any day of the first or second week following the annual school election. (18A:10-3, amended)

Each board of education shall organize annually at a regular meeting held not later than 8:00 p.m. If the organization meeting cannot take place on that day by reason of lack of a quorum or for any other reason, the meeting shall be held within three days thereafter. (18A:10-3, amended)

Non-tenured Teaching Staff, Observation and Evaluation

Wednesday, April 30, 2003

(April 30th each year)

Each nontenured teaching staff member employed must be observed and evaluated before this date each year. (18A:27-3.1, amended)

Non-tenured Teaching Staff; Offer of Employment or Notice of Termination

Thursday, May 15, 2003

(May 15th each year)

Last day for each board of education in the state to give to each nontenured teaching staff member either a contract of employment or written notice if employment will not be offered. (18A:27-10, amended)

Determination by Municipal Governing Body Where Items Rejected at Election

Monday, May 19, 2003

(May 19th each year)

Last day for the governing body after consultation with the board to determine and certify to the county board of taxation the amount of money necessary for school purposes to be raised by taxation for the ensuing school year. (18A:22-37, amended and 18A:13-19, amended)

Application for Restoration; Automatic Review – Comments by Board of Education

10 days after action by governing body

Within 10 days after certification of the general fund tax levy by the governing body or bodies, a district board of education eligible for restoration of budget reductions pursuant to N.J.A.C. 6A:23-8.10(f)1 or 2 may submit to the

Commissioner an application for such restoration. The application must be submitted to the appropriate county superintendent, and a copy of the complete application must concurrently be provided to the governing body or bodies. (N.J.A.C. 6A:23-8.10(f)3)

Within 10 days of delivery to the district board of education and the county superintendent, pursuant to N.J.A.C. 6A:23-8.10(a) or (b), of a budget below the minimum T&E budget (subject to automatic review), a district board of education may submit to the county superintendent any comments it may wish to make in response to the demonstration provided at the time of certification by the governing body or bodies, that the specific reductions made will not adversely affect the ability of the district to provide a thorough and efficient education or the stability of the district given the need for long term planning and budgeting. (N.J.A.C. 6A:23-8.10(e)2)

Application for Restoration – Comments by Governing Body(ies)

10 days after receipt of district board of education's application	Within 10 days of receipt of the district board of education's application, the governing body or bodies may submit to the county superintendent any comments it may wish to make on the board's application. A copy of such comments must be concurrently provided to the board of education.
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**NEW JERSEY DEPARTMENT OF EDUCATION
DIVISION OF FINANCE
DATES FOR SCHOOL BUDGET PROCEDURES**

TYPE I DISTRICTS

State Aid Notices to Be Released

“On or about” Thursday, *(Within 2 days of the Governor’s budget message)*
February 6, 2003

The commissioner will release state aid notices for the 2003-04 school year within two days of the Governor’s budget message. (18A:7F-5, amended)

The Governor shall formulate his budget recommendations which shall be transmitted to the Legislature as a budget message on or before the third Tuesday following the first meeting of the Legislature in each year, except a year in which a Governor shall be inaugurated, when he shall do so on or before February fifteenth following the commencement of his term. (52:27B-20, amended)

Abbott District Budgets

Tuesday, February 25, 2003 *(7 days prior to submission of all other school district budgets)*

Last day for an Abbott district to submit the school district budget statement and supporting documentation to the county superintendent. (18A:7F-6)

Adoption and Filing of Budget

Tuesday, March 4, 2003 *(March 4th each year)*

Districts must prepare an itemized budget and submit the budget to the county superintendent of schools. (18A:7F-5, amended)

Notice of Public Hearing

Tuesday, March 18, 2003 *(4 days prior to earliest public hearing)*

Last day to advertise for earliest public hearing.

The board of education shall cause notice of such public hearing and the statement annexed to the budget to be published at least once in at least one newspaper published in the district and if no newspaper is published therein, then in at least one newspaper circulating in said district not less than four days prior to the date fixed for such public hearing. (18A:22-10, amended, 22-11, amended and 22-12)

Budget Approval by County Superintendents

Saturday, March 22, 2003 *(March 22nd each year)*

Last day for county superintendents to approve the budget statement to be advertised.

Delivery of Budget to Board of School Estimate

Saturday, March 22, 2003 *(March 22nd each year)*

Last day for Type I boards of education to finalize and deliver the itemized budget to each member of the board of school estimate. (18A:22-7, amended)

Earliest Date for Public Hearing

Saturday, March 22, 2003 *(March 22nd each year)*

Earliest date for public hearing on budget by board of school estimate in Type I districts. (18A:22-10, amended)

Notice of Public Hearing

Tuesday, March 25, 2003 *(4 days prior to latest public hearing)*

Last day to advertise for a public hearing on the budget. (18A:22-11, amended and 18A:22-12)

Last Day for Public Hearing

Saturday, March 29, 2003 *(March 29th each year)*

Last day to hold public hearing. (18A:22-10, amended)

Deadline for Board of School Estimate to Adopt and Certify Budget

Tuesday, April 8, 2003 *(April 8th each year)*

Last day for board of school estimate in Type I districts to adopt budget, and certify to the board of education and governing body the amount of local funds to be appropriated for use of the public schools. (18A:22-14, amended)

Delivery of Budget Statement Certification to County Superintendent of Schools

Tuesday, April 8, 2003 *(April 8th each year)*

Last day to provide budget statement certification to county superintendent of schools.

Application for Restoration; Automatic Review – Comments by Board of Education

10 days after action by board of school estimate

Within 10 days after certification of the general fund tax levy by the board of school estimate, a district board of education eligible for restoration of budget reductions pursuant to N.J.A.C. 6A:23-8.10(f)1 or 2 may submit to the Commissioner an application for such restoration. If the governing body certifies a lower amount in accordance with 18A:22-17, the application may be amended to address additional reductions. The application must be submitted to the appropriate county superintendent, and a copy of the complete application must concurrently be provided to the board of school estimate.

Within 10 days of delivery to the district board of education and the county superintendent, pursuant to

N.J.A.C. 6A:23-8.10(a) or (b), of a budget below the minimum T&E budget (subject to automatic review), a district board of education may submit to the county superintendent any comments it may wish to make in response to the demonstration provided at the time of certification by the board of school estimate, that the specific reductions made will not adversely affect the ability of the district to provide a thorough and efficient education or the stability of the district given the need for long term planning and budgeting.

Application for Restoration – Comments by Board of School Estimate

10 days after receipt of district board of education's application Within 10 days of receipt of the district board of education's application, the board of school estimate may submit to the county superintendent any comments it may wish to make on the board's application. A copy of such comments must be concurrently provided to the board of education.

Non-tenured Teaching Staff; Observation and Evaluation

Wednesday, April 30, 2003 *(April 30th each year)*
Each nontenured teaching staff member employed must be observed and evaluated before this date each year. (18A:27-3.1, amended)

Non-tenured Teaching Staff; Offer of Employment or Notice of Termination

Thursday, May 15, 2003 *(May 15th each year)*
Last day for each board of education in the state to give to each nontenured teaching staff member either a contract of employment or written notice if employment will not be offered. (18A:27-10, amended)

First Regular Meeting of Board

Friday, May 16, 2003 *(May 16th each year)*
Each board of education in a Type I district shall organize annually at a regular meeting held not later than 8:00 p.m. If the organization meeting cannot take place on that day by reason of lack of a quorum or for any other reason, the meeting shall be held within three days thereafter. (18A:10-3, amended)

**NEW JERSEY DEPARTMENT OF EDUCATION
DIVISION OF FINANCE
DATES FOR SCHOOL BUDGET PROCEDURES**

STATE-OPERATED SCHOOL DISTRICTS

State Aid Notices to Be Released

“On or about” Thursday, *(Within 2 days of the Governor’s budget message)*
February 6, 2003

The commissioner will release state aid notices for the 2003-04 school year within two days of the Governor’s budget message. (18A:7F-5, amended)

The Governor shall formulate his budget recommendations which shall be transmitted to the Legislature as a budget message on or before the third Tuesday following the first meeting of the Legislature in each year, except a year in which a Governor shall be inaugurated, when he shall do so on or before February fifteenth following the commencement of his term. (52:27B-20, amended)

Submission of Abbott Districts Budgets

Tuesday, February 25, 2003 *(7 days prior to submission of all other school district budgets)*

Abbott districts must prepare and submit the budget to the Commissioner of Education.* (18A:7F-6)

Adoption and Filing of Budget

Tuesday, March 4, 2003 *(March 4th each year)*

All state-operated school districts must prepare an itemized budget and submit the budget to the Commissioner of Education. * (18A:7F-5, amended and 18A:7F-6)

Notice of Public Hearing

Tuesday, March 18, 2003 *(4 days prior to earliest public hearing)*

Last day to advertise for earliest public hearing.

At least four days prior to the date fixed for such public hearing, the district shall cause notice of the public hearing and the statement annexed to the budget to be published at least once in at least one newspaper published in the district and if no newspaper is published therein, then in at least one newspaper circulating in said district. (18A:22-10, amended, 22-11, amended and 22-12)

Approval of Budget

Saturday, March 22, 2003 *(March 22nd each year)*

Last day for the Commissioner to approve the budget statement to be advertised by district.

Last Day to Present Budget to Board of Education

Saturday, March 22, 2003

(March 22nd each year)

Last day for superintendent to present budget to board of education. (18A:7A-50, amended)

Earliest Date for Public Hearing on Budget

Saturday, March 22, 2003

(March 22nd each year)

Earliest day for public hearing on budget in state-operated school districts. (18A:7A:51, amended)

Notice of Public Hearing

Tuesday, March 25, 2003

(4 days prior to latest public hearing)

Last day to advertise for a public hearing on the budget. At least four days prior to the date fixed for such public hearing, the district shall cause notice of the public hearing and the statement annexed to the budget to be published at least once in at least one newspaper published in the district and if no newspaper is published therein, then in at least one newspaper circulating in said district. (18A:22-11, amended and 22-12)

Last Day for Public Hearing

Saturday, March 29, 2003

(March 29th each year)

Last day to hold public hearing on budget. Public hearing may be held any day once the Commissioner has approved the budget and the budget and hearing date have been posted and advertised in at least one newspaper. (18A:7A-51, amended)

Budget, Determination of Amounts to Be Appropriated

Tuesday, April 8, 2003

(April 8th each year)

Last day for state district superintendent to adopt budget and to certify to the county board of taxation the amount of local funds to be appropriated for use in the public schools. (18A:7A-52, amended)

Delivery of Budget Statement Certification to Commissioner of Education

Tuesday, April 8, 2003

(April 8th each year)

Last day to provide budget statement certification to Commissioner of Education.

*** Informational copy should be submitted to county superintendent of schools.**

**NEW JERSEY DEPARTMENT OF EDUCATION
DIVISION OF FINANCE
DATES FOR SCHOOL BUDGET PROCEDURES**

COUNTY VOCATIONAL DISTRICTS

Submission of Budget

Tuesday, March 4, 2003

(March 4th each year)

County districts must submit an itemized budget to the county superintendent of schools. (18A:7F-5, amended)

Budget Approval by County Superintendents

Tuesday, March 25, 2003

(4th Tuesday in March)

Last day for county superintendents to approve the itemized budget.

Delivery of Budget to Board of School Estimate

Tuesday, March 25, 2003

(4th Tuesday in March)

On or before the fourth Tuesday in March, county vocational district boards of education shall prepare and deliver the itemized budget to each member of the board of school estimate and to the county superintendent of schools. (18A:54-28, amended)

First Day for Determination of Appropriation, Certification of Amount

Tuesday, March 25, 2003

(4th Tuesday in March)

First day for board of school estimate in county vocational districts to adopt budget and certify to the board of education and governing body the amount of funds to be appropriated for use of the county school district. (18A:54-29, amended)

Last Day for Determination of Appropriation, Certification of Amount

Tuesday, April 8, 2003

(April 8th each year)

Last day for board of school estimate in county vocational districts to adopt budget and certify to the board of education and governing body the amount of funds to be appropriated for use of the county school district. (18A:54-29, amended)

Application for Restoration; Automatic Review – Comments by Board of Education

10 days after action by board
of school estimate

Within 10 days after certification of the general fund tax levy by the board of school estimate, a district board of education eligible for restoration of budget reductions pursuant to N.J.A.C. 6A:23-8.10(f)1 or 2 may submit to the Commissioner an application for such restoration. If the governing body certifies a lower amount in accordance with 18A:22-17, the application may be

amended to address additional reductions. The application must be submitted to the appropriate county superintendent, and a copy of the complete application must concurrently be provided to the board of school estimate.

Within 10 days of delivery to the district board of education and the county superintendent, pursuant to N.J.A.C. 6A:23-8.10(a) or (b), of a budget below the minimum T&E budget (subject to automatic review), a district board of education may submit to the county superintendent any comments it may wish to make in response to the demonstration provided at the time of certification by the board of school estimate, that the specific reductions made will not adversely affect the ability of the district to provide a thorough and efficient education or the stability of the district given the need for long term planning and budgeting.

Application for Restoration – Comments by Board of School Estimate

10 days after receipt of district board of education's application	Within 10 days of receipt of the district board of education's application, the board of school estimate may submit to the county superintendent any comments it may wish to make on the board's application. A copy of such comments must be concurrently provided to the board of education.
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**NEW JERSEY DEPARTMENT OF EDUCATION
DIVISION OF FINANCE
DATES FOR SCHOOL BUDGET PROCEDURES
SPECIAL SERVICES SCHOOL DISTRICTS**

Submission of Budget

Tuesday, March 4, 2003

(March 4th each year)

County districts must submit an itemized budget to the county superintendent of schools. (18A:7F-5, amended)

Budget Approval by County Superintendents

Tuesday, March 25, 2003

(4th Tuesday in March)

Last day for county superintendents to approve the itemized budget.

Delivery of Budget to Board of School Estimate

Tuesday, March 25, 2003

(4th Tuesday in March)

On or before the fourth Tuesday in March, special services school district boards of education shall prepare and deliver the itemized budget to each member of the board of school estimate and to the county superintendent of schools. (18A:46-40, amended)

First Day for Determination of Appropriation, Certification of Amount

Tuesday, March 25, 2003

(4th Tuesday in March)

First day for board of school estimate in special services districts to adopt budget and certify to the board of education and governing body the amount of funds to be appropriated for use of the county school district. (18A:46-41, amended)

Last Day for Determination of Appropriation, Certification of Amount

Tuesday, April 8, 2003

(April 8th each year)

Last day for board of school estimate in special services districts to adopt budget and certify to the board of education and governing body the amount of funds to be appropriated for use of the county school district. (18A:46-41, amended)

**NEW JERSEY DEPARTMENT OF EDUCATION
DIVISION OF FINANCE
DATES FOR SCHOOL BUDGET PROCEDURES**

EDUCATIONAL SERVICE COMMISSIONS

Notice to Member Boards of Education of Fees and Method of Funding Expenses

Wednesday, January 15, *(January 15th each year)*

2003

The board shall notify each member of the board of education of the fees to be charged for each service and program for the ensuing school year and the method by which the Commission expenses shall be funded. (18A:6-62, amended)

Budget Adoption by Representative Assembly

Saturday, March 8, 2003 *(March 8th each year)*

On or before this date, the representative assembly shall adopt a budget for the ensuing fiscal year. (18A:6-62, amended)

Budget Submission to County Superintendent

Tuesday, March 11, 2003 *(within 3 days of adoption of budget)*

Last day to submit the budget to the county superintendent for approval. (18A:6-62, amended)
(The budget must be submitted to the county superintendent within three days of adoption.)